



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	State Park Superintendent III	548-660-0974-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Public Safety Superintendent	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Bay Area District Office, Petaluma CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		District Superintendent II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The State Park Superintendent III works under the general direction of the District Superintendent II. The reporting location is District Office, 845 Casa Grande Road, Petaluma CA 94954.</p> <p>This position serves as the District Public Safety Superintendent and manages the Public Safety, Law Enforcement, and Aquatic programs to achieve Department and District goals with an emphasis on law enforcement, emergency medical response, emergency services function, interagency public safety relations, citizen complaints, internal affairs investigation, law enforcement training, law enforcement equipment and tracking, policy review, Public Records Act requests, law enforcement records and evidence, and monthly and annual reporting requirements. This position provides direct oversight to the Public Safety and Law Enforcement operations, planning, and programs. Serves as a member of the District Core Team and works collaboratively with all core programs of the district and provides public safety oversight for parks within the district operated by non-profit organizations.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Management and Supervision</p> <p>Directs overall activities for Public Safety, Law Enforcement, and Aquatic programs. Responsible for all personnel matters in the Public Safety operation; including hiring, employee performance evaluations, Appraisal and Development Plans, and the disciplinary process. Investigates and eliminates or mitigates identified and/or potential hazards to maintain a safe public and workplace environment. Responsible for setting and maintaining a professional standard of professional work, oversees and assigns all Public Safety work projects, and work schedules. Supervises law enforcement and public safety personnel and performs the functions of the Chief Ranger. Investigates and takes appropriate action regarding weapons use by State Park Peace Officers, citizen complaints, and allegations of improper conduct. Ensures strict compliance with the Peace Officer Bill of Rights and all mandates relating to public safety records management. Analyzes law enforcement programs aimed at reducing and handling complex enforcement problems. Serves as the primary liaison with the Law Enforcement and Emergency Service Division in Sacramento. Organizes and conducts regular staff meetings involving State Park Peace Officer Supervisors and subordinate staff within the district. Delegates appropriate functional assignments.</p>	

20%	<p>Administration</p> <p>Serves as the District's Public Safety Training Coordinator, ensuring all staff meet POST, Departmental, and Safety training mandates. Responsible for submitting annual Department of Justice (DOJ) reports and maintaining law enforcement records per Department standards. Oversees the District Evidence Program and ensures security systems safeguard records and equipment. Reviews and approves law enforcement and public safety reports for accuracy and completeness. Acts as the court liaison and coordinates media responses pertaining to public safety operations. Maintains a commitment to the Department's "Standards of Conduct." Maintains a positive attitude and fully participates in the development of a positive, healthy work environment. Participates in District and staff meetings, acknowledges and meets deadlines and assists other District staff, as appropriate and when requested. Maintains organized working files and program documentation to meet District, Department and Program standards.</p>
30%	<p>Public Safety and Law Enforcement</p> <p>Handles incident command for critical incidents, disasters, and emergencies. Ensures that security and alarm systems safeguard resources, equipment, records and software. Reviews and approves all citations, law enforcement and public safety reports. Performs background and internal affairs investigations as assigned. Reviews and approves all citations, law enforcement and public safety reports. Participates in local public safety and law enforcement groups such as local allied agency law enforcement professional groups, POST training managers groups, local Office of Emergency Services and emergency medical service groups, and regional park managers groups.</p>
10%	<p>Public Relations</p> <p>Represents the District at various local agencies and organization meetings and public hearings. Is the point of contact for the DPR Public Safety Division staff for the purposes of coordination and reporting of the District Public Safety and Law Enforcement Program for the District. Maintains and updates District Posted Orders. Ensures that posted orders are updated and posted in compliance with Department policy.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Outdoor and indoor work, extended periods of walking, sitting, hiking and standing, working in inclement weather and emergency situations.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid Class C Driver's License is required. Must maintain a safe driving record. Possession of a POST – Academy, Basic, Intermediate or Advanced Certificate. The incumbent must meet the peace officer selection standards developed by the Commission on Peace Officer Standards and Training per Penal Code section 13510(a). This position is designated under the Conflict-of-Interest Code. The appointee is required to complete Form 700 within 30 days of appointment and maintain requirements as established under CCR § 18730.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE